



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

16/2012

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **LEGAL ADVISOR**
OPENING DATE: AUGUST 27, 2012
CLOSING DATE: SEPTEMBER 10, 2012
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-11 (21,684.00 €)

U.S. Embassy Pristina is seeking one qualified individual for the position of **LEGAL ADVISOR** located in the Office of the Regional Legal Advisor ("RLO") in USAID/ Kosovo

DUTIES & RESPONSIBILITIES

Legal Advice and Ethics Counseling (50%)

The Legal Advisor provides legal advice and counsel to the Mission and its staff on matters of local law relating to programs/projects/activities in USAID/Kosovo, and the USAID Missions in Albania and Macedonia, and associated "business" operations. As required, the Advisor prepares or obtains legal opinions and briefs regarding questions of Albanian and Macedonian law, and reviews program material for soundness and accuracy with respect to local law. The Legal Advisor will assist the Office of Program Support and all Technical Offices in the design and implementation of activities. The Advisor tracks legislative and regulatory initiatives, and prepares reports on executive and legislative activities/developments affecting USAID or its partners for the RLA, senior Mission management, and Technical Offices. The Advisor assists the RLA on all legal aspects of taxation of assistance and registration; represents Missions in meetings with host governments and other donors regarding legal issues; and, participates in working groups to develop implementing procedures for tax and customs exemptions including, as necessary, analyzing and drafting modifications to local law. The Advisor participates in the writing, review, and/or analyses of MOUs, implementing procedures for bilateral agreements, and other legal documents, and participates in negotiations on proposed MOUs and agreements. The Advisor drafts or reviews local leases and contracts for legal sufficiency, including contracts for the procurement of goods and services funded by USAID.

The Advisor remains current on local law; maintains familiarity with US law (including the FAA, FSA, and annual appropriations acts), regulations affecting USAID programs and operations (including the FAR, AIDAR and OMB Circulars), the Automated Directive System (ADS), the Foreign Affairs Manual (FAM), and the Standard Rules of Ethical Conduct. The Advisor assists the RLA in reviewing issues for compliance with US law, including disposition of assets/property issues; source, origin, nationality issues; participant training; bilateral issues; and waivers, tax, and customs questions. The Advisor drafts proposed letters to Ministry officials and advise on political ramifications and advise Mission personnel on their proposed contacts with government officials and donors, e.g., what approach to use, and what to look for or to avoid. The Advisor assists the RLA in developing ethics training, and provides counsel on routine ethics issues. The Advisor translates and interprets laws, regulations and other legal material. Advisor manages other legal processes, including Freedom of Information Act requests, document production in the event of litigation and GAO and IG audits and investigations.

As requested by the RLA, Advisor provides legal assistance to other USG agencies, including the Embassies, when questions of local law are involved.

Official Interaction and Association (10 %)

The Advisor is expected to build and maintain productive professional working relationships with: all categories of Mission and Embassy employees and others (e.g., USAID/Kosovo, and USAID Missions in Albania and Macedonia; other USG agencies; US-based partners and their local partners, etc.); Albania, Kosovar and Macedonian governmental officials, as coordinated through the RLA; US Embassy counterparts; the USAID/Washington Office of General Counsel; and other USAID/Washington Bureaus and Offices as appropriate.

Office Management (40 %)

The Advisor is expected to manage the RLO including establishing and maintaining legal databases and legal files, arranging and scheduling meetings, establishing a system for effectively providing ethics trainings and coordinating travel. These duties would include administrative duties such as tracking office workflow, establishing contact lists, maintaining office supplies and drafting and editing RLO work.

REQUIRED QUALIFICATIONS

Education: University degree in Law.

Prior Work Experience: Three to five years of progressively responsible experience in a law/legal office or institution combined with experience as office secretary, an administrative assistant or office manager is required. Prior work experience with an international organization, NGO or a large government establishment is desirable. The incumbent's professional experience must also include experience in legal drafting, editing, and research.

Language Proficiency: Level IV (fluency) English and Albanian are required.
Knowledge of Serbian language would also be viewed favorably.

Job Knowledge: Jobholder must be thoroughly familiar with Kosovar legal and political systems and legal terminology. Knowledge of other regional legal systems would also be viewed favorably as well as knowledge of and experience working with USG regulations, laws, operations, and procedures. Good knowledge and understanding of USG procedures and regulations pertaining to general management and administration, the communications and records program, and USG development programs and policies is important.

Skills and Abilities: Above-average competency and knowledge of personal computer operations, including Microsoft Word, Excel, PowerPoint, Outlook and Gmail. Ability to use sound judgment to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Ability to analyze office procedures, determine needs, and organize data and procedures without instruction. Ability to work under pressure to meet deadlines is prime.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

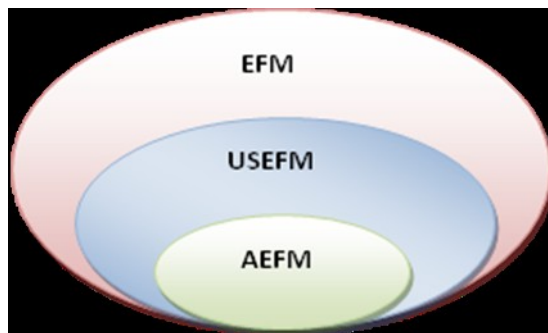
Email to: PristinaRecruitment@state.gov

CLOSING DATE FOR THIS POSITION: SEPTEMBER 10, 2012 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).